

LEC Telecommunications Annual Report System Installation Instructions

Uninstalling Last Year's Annual Report System

- **WARNING: Before starting the Uninstall process make sure the .MDB export file(s) is in a safe location. This file contains last year's annual report data, which may be imported into the current year's program to populate the first of year and last year cells as well as other schedule data.**
- Users should uninstall the last year's Annual Report System before installing the current year's program. Once the current year's program is installed users should import all applicable last year's reports. Last year's annual reports can be imported from the export file which was created when last year's annual report was exported.
- Users who do not have an export file from last year should create one before uninstalling the current year's program, or the prior year, first of year, and other schedule values will not be prepopulated by the current year's program. The import option in the current year's program is found under the Admin Menu, Import Data to New Database.
- To uninstall last year's program, click the Start button, select Settings and select Control Panel. Within the Control Panel, double click the Add/Remove Programs icon, select LEC Telecommunications Annual Report, then click the Add/Remove button. When asked to confirm the deletion of the program, click the Yes button. The uninstall program will remove last year's program and data files from the current computer.

Installing the Program

This section details the following processes:

- Installing the program
- Starting the program
- Uninstalling the program

Before proceeding with the installation, please make sure the computer on which this system is being installed meets the minimum system requirements (shown on the Commission's Web site (<http://www.psc.state.wi.us>)).

If you do not have Microsoft Access 97 (or later version) installed on the computer on which the Annual Report System is being installed, you will need to install the appropriate data access files (ODBC and database drivers). See the Addendum to the Annual Report System Installation Instructions at the end of this document.

If you do not have Adobe Acrobat 4.0 installed on the computer on which the Annual Report System is being installed, you will need to click on the Get Acrobat Reader box on the Commission's Web page. If you do not obtain Acrobat 4.0, you will be unable to access the Help function in the program.

Because the program and database files have been compressed and the setup program includes system configuration changes, simply copying the files to your hard drive will not produce a proper installation.

Therefore, the Annual Report System must be installed running the Setup program.

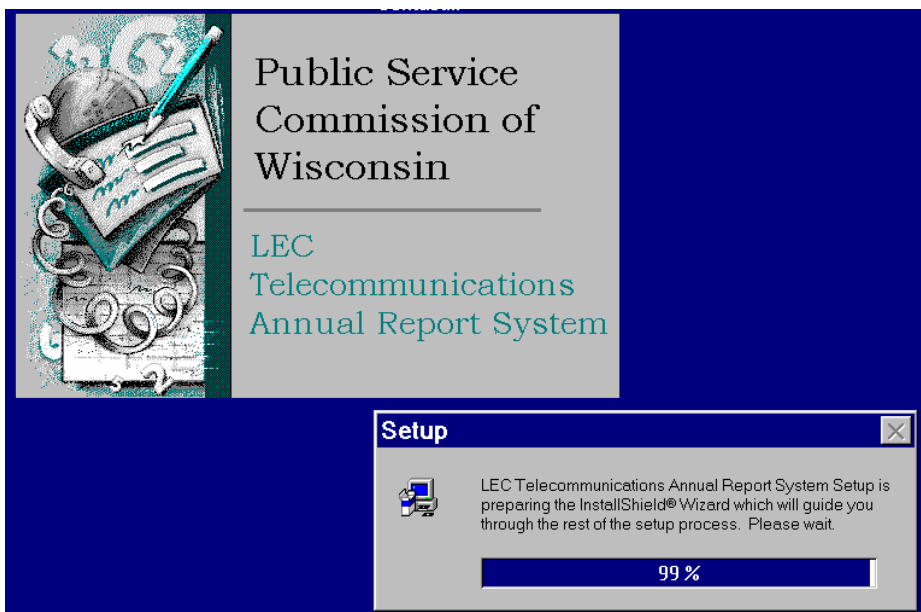
The Setup program installs the following components, all of which are necessary for the application to run properly:

- Application file (telears.exe)
- Supporting files DLLs (dynamic link libraries)
- Database files (tele_ars.mdb, tele_exp.mdb, tele_unf.mdb)
- Runtime files for PowerBuilder (the program that was used to build this system)
- Files that allow PowerBuilder to connect to the database files
- Help files
- Uninstall program

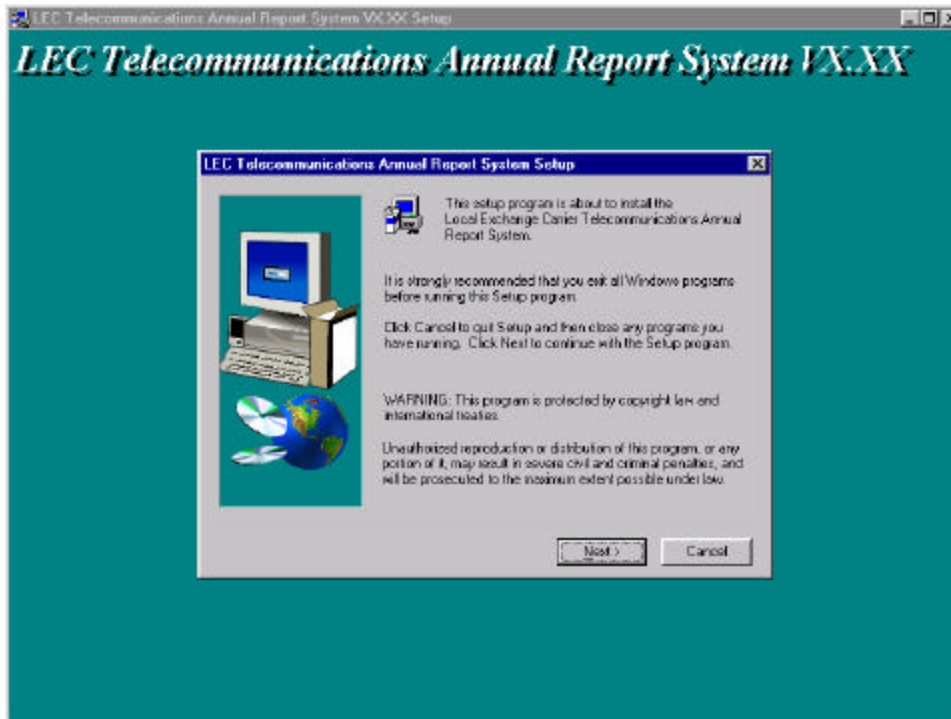
The installation program also updates your system registry with information necessary to run the application.

Installation Instructions

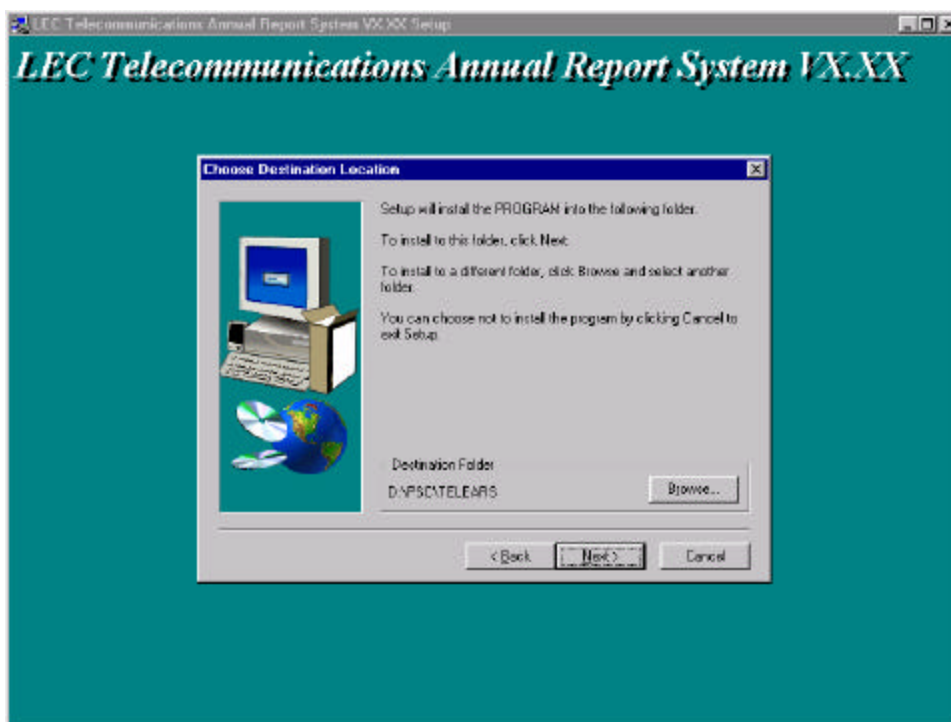
1. Download the Installation Program (telears.exe) from the Public Service Commission Web Site (<http://www.psc.state.wi.us>), making note of the drive and directory where the file is placed on your computer.
2. Using the drive and directory from above, run the program telears.exe. Running this program will uncompress the current year's installation program to a default location of C:\PSC\TELEARS_INSTALL. If you change the default location make note of the drive and directory for use later on.
3. Exit any programs that are running.
4. Click the Start menu and select Run.
5. Type C:\PSC\TELEARS_INSTALL\SETUP.EXE. If the default directory was changed in #2, then substitute that directory here.
6. Click OK.
7. A splash screen will appear for a few seconds while the Setup program is preparing to install the program.



8. When the Welcome screen appears (as shown below), click the Next button to continue.



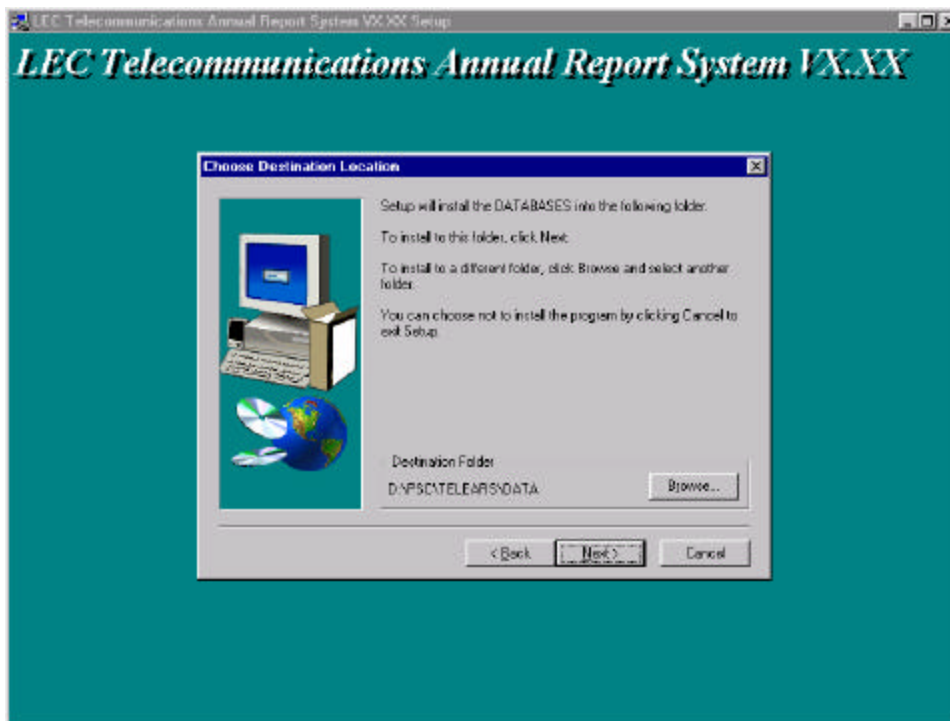
9. The PROGRAM Destination Location window will appear asking for the directory where the program executable and supporting files will be installed. If a D: drive exists, the program will default to D:\PSC\TELEARS; otherwise the program will default to C:\PSC\TELEARS. Users may accept the default location or use the browse button to select an alternative location.



10. Click the Next button to continue.

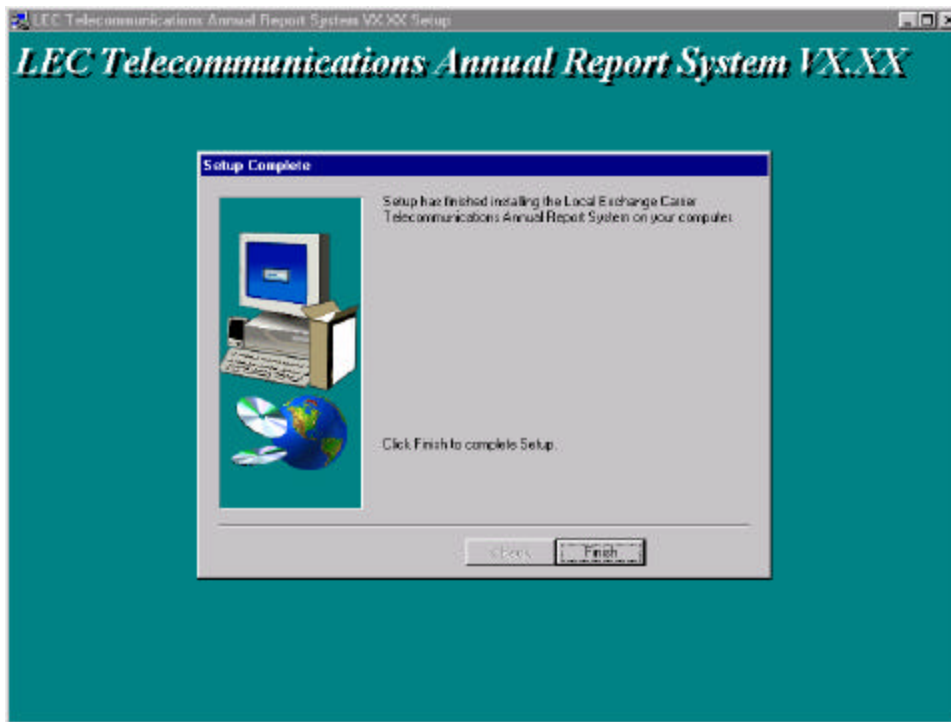
11. The DATABASE Destination Location window will appear asking for the directory where the database files will be installed. The default location is D:\PSC\TELEARS\DATA or C:\PSC\TELEARS\DATA (if no D: drive is present). If you would like to place the database files on a network, use the Browse button to select an alternative location.

CAUTION: If you are installing the program on multiple computers and the database files are being installed to a network location for sharing purposes, it is essential that the program be installed on ALL the computers before any data is entered because the program overwrites all the database files every time it is installed.



12. Click the Next button to continue.

13. When the program begins installing a new screen will appear with a progress meter. As each file is installed, the progress meter shows the file name and the directory where the file is being copied. The progress meter also shows the percent complete of the installation program.
14. When the program has finished installing the Setup Complete window will appear. Click the finish button.



Starting the Program

- Double click the "LEC TELE ARS" icon on the Desktop.

OR

- Click the Start button on your taskbar. Go to Programs, LEC TELE ARS.

Uninstalling the Program

CAUTION: Running the Uninstall program will delete your database files. If you have entered data and want to save it, you should make a backup of the database files before proceeding with the Uninstall. (See the "Backup Procedures" section of the Help function.)

1. Make sure that no other applications are running.
2. Click the Start button on the taskbar. Go to Settings, Control Panel.
3. Double click the Add/Remove Programs Icon.
4. Scroll down the list of programs, until "LEC Telecommunications Annual Report System VX.XX" (with X.XX representing the version number for the last year's program) is visible.
5. Click on this entry ("LEC Telecommunications Annual Report System VX.XX").
6. Click the Add/Remove button.
7. Click Yes, when asked to confirm the removal of this program.

Addendum to the Annual Report System Installation Instructions

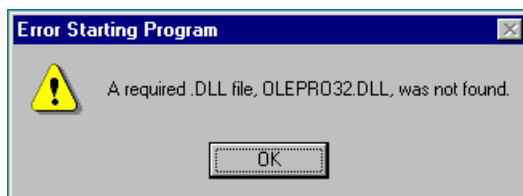
If you do not have Microsoft Access 97 (or later version) installed on the computer on which the Annual Report System is being installed, you will need to install the appropriate data access files (ODBC and database drivers). You may do this either before or after you install the Annual Report System.

The mdacfull.exe file can be downloaded from the Public Service Commission's Web site (<http://www.psc.state.wi.us>).

If you are not sure whether or not you need these data access files, you may do one of two things:

1. Install the Annual Report System and start it up. If you get an error message, exit the program and install the data access files (mdacfull.exe). You will not need to reinstall the Annual Report System.

The error message displayed may look like this:



OR

2. Install the data access files (mdacfull.exe) first – it will install the newest versions of the drivers even if they already exist. When that process has finished, install the Annual Report System.

Installing the data access files

1. Exit any programs that are running.
2. Click the Start menu and select Run.
3. Type the path and filename for the data access files (e.g., C:\PSC\TELEARS_INSTALL\MDACFULL.EXE) and click OK.
4. The Microsoft Data Access dialog box will display a license agreement. Press the Yes button.
5. The proper files will be extracted from the file. When finished, press the Continue button.
6. In the *Microsoft Data Access Setup* dialog box, press the button next to Custom.
7. Uncheck the boxes (click on the box) for the components you do not want to install. These should include:
 - ODBC driver for Microsoft SQL Server
 - ODBC driver for Oracle databases
 - Microsoft ActiveX Data Objects
 - Microsoft Remote Data Services

The following components should have a checkmark in the box (i.e., you need to install these components for the system to run properly):

- ODBC components
 - OLE DB components
 - ODBC driver for Microsoft Access
8. Click the Continue button. The setup program will install the appropriate files to your windows system directory. Click the OK button when the process has completed.

Import Data to New Database & Creating a New Report

NOTE: The import process should be run before any new reports are created. Any reports created before the import process is run will not contain First of Year or Prior Year Values.

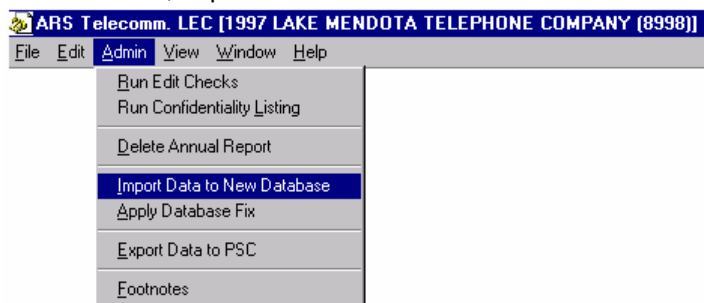
Import Data to New Database

Before starting this process, write down the location of the previous year's export file containing the annual report data for a given utility. Note: There should be one file for each annual report that will be imported.

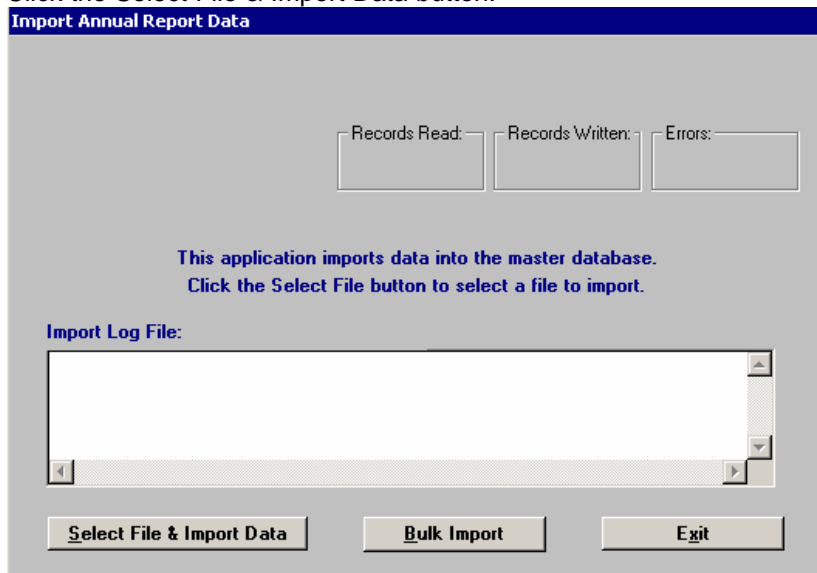
NOTE: Consulting Firms and large Telecommunications Companies read on. If multiple computers were used to prepare reports and if it is desirable to combine all the data into a single database, gather the export files from all the computers and repeat this process for each file. Each time the process is run it will add/append the new data to the existing information. If there are any questions or problems please contact technical support.

Step By Step Instructions:

1. Click on Admin, Import Data to New Database.

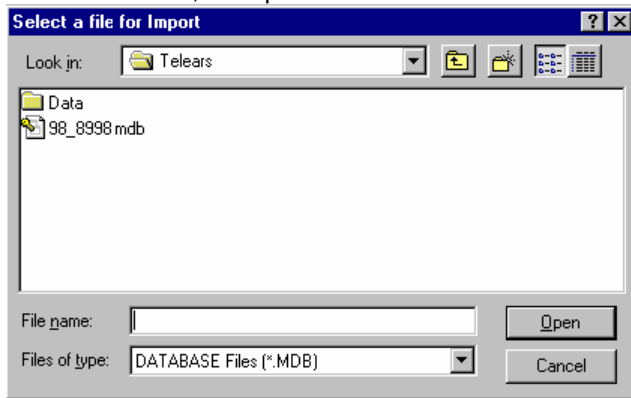


2. When the Import Annual Report Data window appears, Click the Select File & Import Data button.

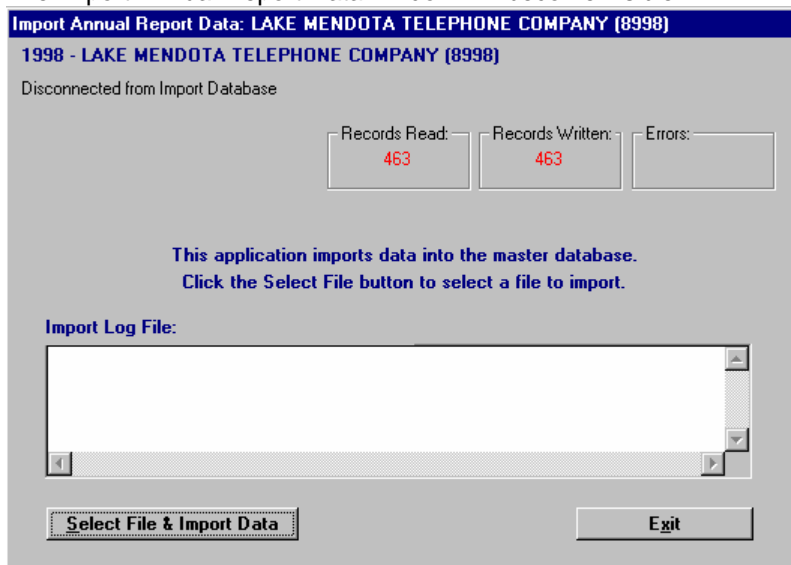


Beginning with the 2001 program, a Bulk Import option has been added to the program. This option may be used to import multiple .MDB files by clicking on the Bulk Import button and specifying the folder containing the .MDB files.

3. When the Select a file for Import window appears,
 - o Find/Specify the location of last's year export file.
 - o Click OPEN, to import the data.



4. The Import Annual Report Data window will become visible.



- o As the records are being moved, the Records Read, Records Written and Errors boxes will display the record information.
- o When the transfer is finished, the transfer log text will appear in the Log: box. If the Log text indicates any errors during the transfer (other than associated with company interest or stockholder in the Identification and Ownership schedule) OR if the Errors box has a number greater than zero (other than associated with company interest or stockholder), contact Technical Support.
- o If there were no errors, click the Select File & Import Data button to import the next annual report OR Click the Exit button to end the import process.

Creating a New Report

1. On the Main-Report Selection screen, click the New button.
2. Specify the Utility Id & Name, Reporting Class, and "File Confidential Data as" information.
3. Click OK, to create the new annual report.

When the report is created, if the previous year's annual report data exists, the First of Year and Prior Year values will be filled in. Also, certain schedules like: Central Office – End of Year and Affiliated Interest Transactions will be populated with last year's data.